

TOBYHANNA ARMY DEPOT (TYAD)
ENERGY CONTINGENCY PLAN
December 1, 2001

1. **PURPOSE:** This Energy Contingency Plan establishes policies, objectives, priorities, and assigns responsibilities for the conduct of emergency procedures for petroleum fuels, propane, natural gas, and electricity. The plan is designed to ensure actions are quickly initiated in order to relieve fuel and power emergencies should they occur.

2. **SCOPE:** This plan applies to all assigned or attached TYAD elements.

3. **POLICIES:** If an energy emergency is imminent or occurs, the following actions will be taken:

a. Priority issues and actions will be taken for each degree of shortage as per Section I, TYAD Energy Contingency Plan.

b. The U.S. Army Petroleum Center (USAPC), ATTN: AMSTA-LC-CJPL, New Cumberland, PA, 17070-5008 will be notified of pending or existing problems with petroleum deliveries. Notify Item Manager at the following number: Petroleum Products—DSN 977-6758.

c. The Defense Energy Support Center (DESC), ATTN: DESC-AER, Fort Belvoir, VA, 22060-6222 will be notified of pending or existing problems with natural gas delivery. Contact the Chief/Natural Gas Division, Northeast and Central Regions; at (703) 767-8153.

4. **RESPONSIBILITIES:**

a. Director of Public Works (D/PW) will inform the Commander if serious shortages occur with respect to power or fuel. The Director will keep the Commander informed on the status of the crisis, and serve as the Incident Commander.

b. Chief, Engineering Division will:

(1) Ensure delivery orders for natural gas (i.e., for the Energy Savings Performance Contract (ESPC)) are placed in accordance with the existing contract to effect "firm" and timely deliveries to the decentralized boiler system. This will preclude serious fuel and utility problems. Section II will provide quantity guidance.

(2) Notify the D/PW, X5-7603, and the D/Industrial Risk Management (D/RK), X5-6637, in the event fuel oil deliveries cannot be made or natural gas delivery ceases or must be made on an "interruptible" basis as opposed to "firm" delivery.

c. Chief, Depot Property Division will:

(1) Ensure delivery orders for all petroleum products are placed in accordance with existing contracts to effect timely deliveries in order to preclude serious fuel problems. Section II will provide quantity guidance.

(2) Notify DPW, X5-7063, and Environmental Management Division, D/RK X5-7090 in the event petroleum deliveries cannot be made.

(3) Follow priorities per Section I, this plan, for issuance of existing fuels.

d. Chief, Utilities Division will provide support/personnel to insure specified corrective measures are completed; such as Section I provisions 2.a(1), 2.a(2), 2.b(1) thermostat settings (oil heat), provisions 3.a to 3.c thermostat settings (propane heat) and provisions 4.a and 4.b thermostat settings (natural gas heat except the Air-Rotation Unit heating systems (ARU's)).

e. The Contracting Officer's Representative (COR) for the ESPC will coordinate corrective measures to be taken by the contractor (Select Energy Services, Inc.). These include Section I provisions 4.a and 4.b thermostat settings for the natural gas (ARU's only), and Section I 4.c.2 Dual Fuel Conversion.

f. Chief, Environmental Management Division, D/RK will lend support, as necessary, to help ensure that necessary actions are taken to relieve power and/or fuel shortages as per Section I, TYAD Energy Contingency Plan.

g. Energy Coordinator, Environmental Management Division, D/RK will:

(1) In the event of a fossil fuel crisis of 50 percent or more reduction, notify the USAPC, New Cumberland, PA, telephone DSN 977-6758 (petroleum fuels), and the DESC, Fort Belvoir, VA, telephone (703)767-8153 (natural gas).

(2) Ensure that necessary actions to correct serious fuel/power shortages follow priorities set by Section I, TYAD Energy Contingency Plan.

(3) Provide ample copies of TYAD Energy Contingency Plan to essential depot activities and areas.

h. Supervisors will:

(1) Supervise Energy Contingency Procedures in respective areas for implementation and compliance with Section I, this plan.

(2) Notify Energy Coordinator, Environmental Management Division, X5-7097, in the event of noncompliance with Section I, this plan.

i. The Director of Personnel will:

(1) Notify the Deputy Chief of Staff for Personnel, CECOM, ATTN: SEL-PT with EnergyContingencyPlan(dec01).docimmediate priority of any curtailment or suspension of operations, explaining the necessity for the action and stating the number of affected employees, the effect on the mission, and the anticipated duration of the action. If initial notification is by telephone, priority for the follow-up communications should be established in the conversation.

(2) In the event of cessation of a part or all nonessential operation, the provisions of TYAD Regulation 690-6 (Para. 13); 5 CFR-Sub Chapter 610.302; and 5 CFR Chapter 752 will apply.

j. The Public Affairs Officer, upon direction of the Commander and in coordination with the D/PW, will provide public address and message broadcasts on the depot information network. These include notification to depot personnel about the existing/pending crisis, and information regarding corrective measures and possible work schedule changes.

5. **REFERENCES:** AR 11-27, 3 February 1997; AR 420-41, 15 September 1990; TYAD Regulation 690-6 (Para. 13); 5 CFR-Sub Chapter 610.302; 5 CFR Chapter 752, and National Electric Code - 1999 Handbook.

SECTION I
ENERGY CONTINGENCY PLAN
ENERGY AND FUEL REDUCTIONS

1. Electricity

a. 10 Percent Power Reduction

- (1) Reduce lighting by 10 percent in all areas.
- (2) Fans should be turned off when not in use.
- (3) Turn off all lighting during break and lunch periods.
- (4) Offices with infrared ceiling panels for heat should maintain thermostat setting of 67⁰F.
- (5) Turn off any unneeded equipment.

b. 20 Percent Power Reduction

- (1) Reduce lighting by 20 percent in all areas.
- (2) Turn off fans and coffee makers.
- (3) With the exception of critical computer rooms and control rooms, increase all thermostat settings or controls for air conditioned spaces to a 76-78⁰F range.
- (4) Offices with infrared ceiling panels for heat should maintain thermostat setting of 65⁰F.

c. 30 Percent Power Reduction

- (1) Limit use of copying machines, electric typewriters, computer printers, and adding machines.
- (2) Turn off shop machinery that is not assigned to Priority 5 and above work assignments.
- (3) With the exception of critical computer rooms, control rooms, missile site HVAC, and special mission-critical sites, increase all thermostat settings or controls for air conditioned spaces to a 78-80⁰F range.
- (4) Offices with infrared ceiling panels for heat should maintain thermostat setting of 62⁰F.

d. 50 Percent Power Reduction

- (1) Cut lighting by 40 percent.
- (2) Turn off all wall mounted air conditioning units.
- (3) Priorities for machinery will be as follows:
 - (a) Computers: Host computers in Bldg 11 Computer Room.
 - (b) Heating and refrigeration (when applicable).
 - (c) Priority lighting (minimal - 60 percent of normal).
 - (1) Health Clinic
 - (2) Security (Bldg 20) and Fire Station
 - (3) Telecommunications Center
 - (4) Divisions and offices
 - (5) Hallways
 - (d) Shop machinery doing Priority 03 or above projects.
- (4) Work shift changes will be implemented. Priority offices and facilities will be as follows (last to change duty hours):
 - (a) Health Clinic
 - (b) Computers and Communication Equipment
 - (c) Family Housing
 - (d) Security (Bldg 20) and Fire Station (Bldg 17)

e. 75 Percent Power Reduction

- (1) Priority facilities and offices will remain open. Production in other areas will be impossible. Priority offices and facilities will be as follows:
 - (a) Health Clinic
 - (b) Security (Bldg 20) and Fire Station (Bldg 17)

(c) Telecommunications Center

(d) Satellite boiler plants @ Bldgs IOF, 1B, 1C, 55, 13, 73, 14, 15, 16, 17, 41, etc.

(e) Equipment Management Div

(f) Utilities Div

(g) Buildings and Grounds Div

(h) Family Housing

(i) Mission Maintenance Shops/Offices:

(1) Shops and offices throughout the mission directorates must continue to have the capability to respond to high priority (Priority 01, 02, and 03) maintenance requests.

(2) It is not possible to predict which shops and office areas within the mission area may be involved in performing a high priority maintenance request. In the event such request(s) is/are received, power shall be distributed on a case-by-case basis, as determined by management and depending on the number and type of request.

(j) Quality Management Div

(2) Work shift changes will be implemented as required.

(3) Priority shops and offices will remain open at a minimal lighting (60 percent of normal) and minimum heating (62°F setting) when applicable. Supplied power will be generated (see Section III for permanent stand-by generator locations).

f. 100 Percent Power Reduction

(1) Job functions will not be possible, except for the following: Security and Fire Station

(2) Generated power will be provided on a limited basis (see Section III for permanent stand-by generator locations).

(3) On-post housing people will be moved to area hotels and motels.

2. Petroleum Fuel (Fuel Oil, Gasoline, Diesel).

a. 10 Percent Reduction

- (1) Maintain thermostats in fuel oil heated buildings at 67°F.
- (2) Reduce hot water settings in fuel oil heated water systems to 95°F.
- (3) Begin limiting use of depot vehicles. This does not apply to ambulances.

b. 20 Percent Reduction

- (1) Reduce thermostats in fuel oil heated buildings to 65°F.
- (2) Begin restricting use of motor pool vehicles and of diesel-powered forklifts.

c. 30 percent reduction.

- (1) Reduce thermostats in fuel oil heated buildings to 62°F.
- (2) Begin restricted issuance of gasoline and diesel fuel. Priorities will be as follows:

- (a) Ambulances
- (b) Security vehicles and fire vehicles
- (c) Production vehicles
 - (1) Trucks for Building and Grounds Div
 - (2) Couriers
 - (3) Forklifts
- (d) Military vehicles
- (e) Taxi
- (f) Personal vehicles and post vehicles
- (g) Visiting troop convoys

d. 50 Percent Reduction

- (1) Substitute diesel fuel for fuel oil where necessary.
- (2) Priorities for heating oil are:
 - (a) Sewage Treatment Plant

- (b) Family Housing
- (c) Production Mission Div - including Industrial Operations Facility (IOF) if dual fuel boilers are operating on oil, PX and Class VI Store, Commissary
- (d) Community Club
- (e) Warehouses
- (3) Begin cutting off gasoline and diesel supplies to visiting troop convoys.
- (4) Shift depot to 4-day, 10-hour day work schedule to conserve fuel in POV use. Production will be impacted if personnel cannot come to work. Mandatory carpooling will be enforced.
- e. 75 Percent Reduction.
 - (1) Begin shutting down oil-heated buildings according to priority.
 - (2) Heat and hot water for Family Housing will get top priority for fuel.
 - (3) Stop issuing diesel fuel.
 - (4) Restrict issuance of gasoline according to priorities.
- f. 100 Percent Reduction
 - (1) Work will not be possible for oil-heated areas.
 - (2) Move people living on post to nearby hotels and motels.

3. Propane (Heat at Selected Areas, Start-up Equipment for Portable Boilers)

- a. 10 Percent Reduction – maintain building thermostat setting of 67°F.
- b. 20 Percent Reduction – maintain building thermostat setting of 65°F.
- c. 30 Percent Reduction – maintain building thermostat setting of 62°F.
- d. 75 Percent Reduction – Building heating systems to be turned off. Relocate personnel to other work sites (heated by other fuel types).

4. Natural Gas (Heat; most areas within Industrial Complex)

- a. 10 Percent Reduction

- (1) With the exception of the Health Clinic, all areas will reduce day-time thermostat settings to maintain 67°F.
- (2) Ensure a night-time temperature of 55°F in general purpose warehouses with ARU's for space heating (Bldgs 2, 3, 5, 6, 7, and 8).

b. 20 Percent Reduction

- (1) With the exception of the Health Clinic, all areas will further reduce day-time thermostat settings to maintain 65°F. See 4.a (2) reference night-time setback at warehouses.

c. 30 Percent Reduction

- (1) With the exception of the Health Clinic, all areas will further reduce day-time thermostat settings to maintain 62°F (unit heaters as well as ARU's). See 4.a (2) reference night-time setback at warehouses.
- (2) Dual Fuel Conversion; convert the boilers from natural gas to oil-fired operation at those buildings with stand-by oil storage. This must be done at the IOF, Bldg 72 and Bldg 58.
- (3) Work shift changes will be implemented as required.
- (4) The priority for steam production at the satellite boilers is:
 - (a) Heat
 - (b) Hot water
 - (c) Steam consuming production equipment
 - (d) Steam cleaners
- (5) The priority of providing steam to buildings will be as follows:
 - (a) Health Clinic
 - (b) Security Div, Fire and Emergency Services Div, Transportation Div, and Engineering Div
 - (c) Mission Directorates
 - (1) Communication

(2) System Integration

(d) Offices (general)

d. 50 Percent Reduction

- (1) Turn off heat to offices. See 4.a (2) reference night-time setback at warehouses.
- (2) Restrict usage of steam consuming equipment to project Priorities 2 and above.
- (3) Restrict steam cleaning to Priority 1 projects.

e. 75 Percent Reduction

- (1) Eliminate use of steam cleaning equipment.
- (2) Begin closing certain areas according to priority.
- (3) Work is to be limited to Priority 1 projects only.

- f. 100 Percent Reduction - The only work possible will be done in those areas where natural gas is not the mode of heating.

GENERAL NOTES:

- 1. At shortages of 50 percent for each fossil fuel (derivatives of oil, and natural gas), the depot Environmental Management Division will notify:

Defense Energy Support Center
8725 John J. Kingman Road
Suite 4950
Ft. Belvoir, VA 22060-6222
Telephone: 1-800-2TOPOFF

- 2. Supervisors will administer the Energy Contingency Procedures.
- 3. It is the responsibility of the supervisors to notify the Environmental Management Division of energy wasting materials or equipment; i.e., broken windows.

**SECTION II -ENERGY CONTINGENCY PLAN
TYPICAL ANNUAL FOSSIL FUEL USAGE
Data-Based on FY00 and Transitional FY01 (Coal to Gas)**

1. Propane (PPG) - Typically 0.73% of all Depot Energy

Type: Liquefied (PPG)

Main Usage: Building heat, and start up of portable oil-fired boilers.

Average Annual Propane Use: 57,200 gal

2. GASOLINE (MOGAS)- Typically 0.94% of all Depot Energy

Type: Regular/Unleaded (MGR/MUS)

Main Usage: Depot automobiles, light trucks, some forklifts, and pallet trucks.

Average Annual Gasoline Use: 46,832 gal

3. Diesel Fuel (DF2) - Typically 1.01% of all Depot Energy

Type: #2 Weight (DF2)

Main Usage: Heavy Equipment, trucks, cranes, construction equipment, and electrical stand-by generators.

Average Annual Diesel Use: 47,177 gal

4. Heating Oil (FS2) - Typically 7.13% of all Depot Energy

Type: #2 Weight (FS2)

Main Use: Residential heating, facility steam boilers, and temporary boilers.

Average Annual Heating Oil Use: 343,520 gal

5. Natural Gas - Typically 62.31% of all Energy

Main Usage: Decentralized heating system - boilers and air rotation units.

Average Annual Natural Gas Use: 320,291 Thousand cubic feet.

Section III
Permanent Standby Generator Locations

Bldg 17

Bldg 20

Bldg 11C (500KW Three Phase)

Bldg 11D (250KW Three Phase)

Bldg 1027

Bldg 1B/1

Bldg 4/1

Bldg 4/6

Bldg 231

Bldg 215

Family Hsg (across from 500A)

Bldg 50 (Powder Smoke Ridge)

Bldg 241

Bldg 816

Bldg 25